

Building Operating Expenses Intern



Project Title	Building Operating Expenses Intern
Project Summary	Throughout the year, the intern will develop a comprehensive background study of building operating expenses in their assigned region. Regions include: Europe, Middle East, Africa, Asia and Latin America.
Country	United States
Agency	Department of State
DoS Office	OBO/PRE/RPL/ML
Post	N/A
Section	N/A
Number of Interns	1

Project Description

Throughout the year, the intern will develop a comprehensive background study of building operating expenses in their assigned region. The intern will work with a mentor to establish a set of benchmarks and schedule for check-ins. The information from the study will be incorporated into a matrix to aid OBO in estimating building operating expenses for all types of functional leased properties. This information will be vital in ensuring accurate appropriations of the Department's leasehold funds.

Desired Skills Interests

Skill
Budgeting expenses
Research
Microsoft Excel
International Finance
Creativity

Additional Information

OBO currently has one of the most diverse lease portfolios in the world with over 15,000 leased assets in 190 countries. Along with a diverse portfolio, OBO must navigate different business cultures, markets, and regulations while leasing safe, secure, and functional properties for the Department of State. OBO works closely with post to gather and collect key market information before being able to lease properties. This information includes, but is not limited to, market rental rates, building operating expenses, availability of properties, area developments, and public transportation routes.

Additional Information:

The Bureau of Overseas Buildings Operations (OBO) directs the worldwide overseas building program for the Department of State. Working with other offices and bureaus, foreign affairs agencies, and Congress, OBO sets worldwide priorities for the design, construction, acquisition, maintenance, use, and sale of real properties and the use of sales proceeds. Embassies and consulates are required to be safe, secure, and functional, but also should be inspiring places for the conduct of diplomacy and represent the best of American architecture, design, engineering, and construction. OBO develops sites that best represent the U.S. government, its goals and enhance the conduct of diplomacy. Whenever possible, sites are selected in urban areas, allowing U.S. embassies and consulates to contribute to the civic and urban fabric of host cities. The design of buildings and sites is a comprehensive process of understanding and balancing requirements and incorporating them into a thoughtfully conceived, cohesive, and inspiring, whole.

Language Requirements

None